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ABSTRACT OF THE INVENTION

A business method for centrally managing documents in a client server system. The business method is operable in a client-server system with a database, a voice response system and a fax reception system to a telecommunications network. A user through the voice response system, provides a login request over the telecommunications network using a fax machine with a telephone. The system checks to determine if the user has an account and if the user does not have an account setting up an account with the user over the telecommunications network. Next, the user via the voice response system provides a category to be associate with a document to be faxed from the user. The user faxes a document to be stored in the database that is associated with a category under an account for the user. To retrieve a document previously faxed for storage, the information relating to the document is searchable and the document can be faxed back to the user fax machine. In an alternate embodiment, a computer readable medium and system is disclosed that corresponds to the method above.

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